


Duplicate Provider Link

Key Features:

- Provider Link functionality is designed to cleanup duplicate provider records in the system by linking duplicate provider records to one retained provider record.
- In order to link a duplicate provider record to a retained provider, the duplicate provider must have the Type of Duplicate and will no longer be editable.
- A key icon () is associated with a duplicate provider record once it has been identified as duplicate.
- When workers search for a duplicate provider record, the search results will redirect the worker to the retained provider record.
- Only workers in the designated county with Link Providers security and an assignment to that provider will be able to link foster home provider records.
- Placement history on the Permanency Plan will reflect one continuous placement once the providers have been linked and the placement dates are consecutive.
- Home Providers can be linked to Private Providers and vice versa. However, only certain non-adoption state employees will have the appropriate security to link duplicate Private Provider records to a retained provider record.
- Placements recorded with the duplicate provider will automatically be ended. Notifications are e-mailed to all workers with open assignments to the case informing them about the duplicate provider cleanup effort and the specific placements that are affected. The worker will then have a 14 day window of opportunity to manually close the placement with the duplicate provider and re-open it with the retained provider record. At the end of 14 days, the placement with the duplicate provider record will automatically be closed and another e-mail will be sent to the workers notifying them that the new placement must be re-opened with the retained provider record. This e-mail will provide specific instructions on what dates should be used for the re-opened placement.
- Foster Care Rates for all re-opened placements with the retained provider record will need to be recreated.

Linking a Provider:

1. Identify which provider record is a duplicate - this is the record you will link to the Retained Provider record. Open the record by clicking the provider name hyperlink on your desktop.

Owens, Kathleen (9221420)			
Provider details: Foster Home Level 2 License status: Active-Regular Des: Vilas	Provider address: 101 North Street, Apt. #303 Madison, WI 53702 (Dane County) (608) 555-4444	Primary worker/licensor: Cake, Caitlin M., III (123) 456-7890 Ext. 1234 caitlin.cake@wisconsin.gov	Actions: Please select an action
+ View provider information			
Owens, Kathleen (20210)			
Provider details: Foster Home License status: Not Licensed Des: Milwaukee	Provider address: 531 Test Dr. Madison, WI 53702 (Dane County)	Primary worker/licensor: Cake, Caitlin M., III (Supervisor) (123) 456-7890 Ext. 1234 caitlin.cake@wisconsin.gov	Actions: Please select an action
+ View provider information			

2. For the duplicate provider record, select the Type value of 'Duplicate – Home.'

The screenshot shows the eWiSACWIS web application interface. The 'Basic' tab is selected, and the 'Type' dropdown menu is open, showing the following options: Foster Home, Adoptive Home, Duplicate - Home, Family Group Home, Kinship Care Home, Respite or Unlicensed - Non-Relative, Subsidized Guardianship, and Unlicensed - Relative. The 'Duplicate - Home' option is highlighted. The form fields include: Name: Kathleen Owens (20210), Open Date: 08/02/2000, Lcns. Type: BMCW, Lcns. Agency: BMCW - CSSW, Status: Open, Restricted Provider: ☐. The 'Home Information' section includes: Parent 1: Owens, Kathleen, C/O: 531 Test Dr., City: Madison, State: WI, Zip: 53702, Apt: , County of Residence: Dane, Country: . The 'Additional Information' section includes: Marital Status: Single Female, Primary Language: Albanian, Designated County: Milwaukee, Parent Agency: Kathleen Owens (20210). The 'Emergency Contact Information' section includes: Name: , Phone: , Ext: , Name: , Phone: , Ext: . The 'Additional Contact Information' section includes: Parent 1: Owens, Kathleen, Cell: , Work: , Ext: , Email: . The 'Options' dropdown menu is set to 'Go'. The 'Save' and 'Close' buttons are visible at the bottom right.

3. Selecting the Type field as 'Duplicate - Home' will display a [Search](#) hyperlink next to the Status field. Click [Search](#) to search for the retained provider record you want to link the duplicate provider record to.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Name: Kathleen Owens (20210) Open Date: 08/02/2000 Type: Duplicate - Home Status: Closed **Search**

Duplicate Provider -

☐ Send Reminder Reminder Date: ☐ Restricted Provider

☐ Completed Completed Date:

Home Members Characteristics Services Training License Activity Closing History

- On the Search page, enter the name or provider ID of the provider that this record should be linked to. Select the appropriate provider record by clicking the radio button. This should be the Retained Home Provider record. Click Continue.

Note: A provider cannot be linked to itself.

Search -- Webpage Dialog

eWiSACWIS Print Spell Check ABC Help ?

Search Criteria

Provider Name: owens First Name: kathleen Provider ID:

Parent Agency ID: Provider Type: ☐ Search Providers of Parent Agency

Site #: County: ZIP Code:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med High

Search

Record 1 to 2 of 2

Providers Returned

☐ Owens, Kathleen (20210)
Open Foster Home 08/02/2000 Ford, Frank Des: Milwaukee License Status: Expired

☒ Owens, Kathleen (9221420)
Open Foster Home 09/18/2006 Cake, Caitlin M. Dane Des: Vilas License Status: Pending

Continue Close

5. The Home Provider page now indicates that this is a duplicate record and refers you to the retained provider name and ID. Also in the Basic group box are 'Send Reminder' and 'Completed' check boxes and dates.
 - a) The 'Send Reminder' check box will add the current date to the 'Reminder Date' field and on save, will set a 'Provider Link' tickler that will notify the worker completing the linking process 14 days prior to the ending of the placements. The 'Send Reminder' check box will notify all workers with open assignments to the case of the changes to create new placements as a result of the 'Provider Link' process. Upon notification the workers can either manually end the placements recorded with the duplicate provider or the system will automatically end the placements with the appropriate end dates upon clicking the Completed checkbox and saving the duplicate provider record.

Home Provider - Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help

Basic

Name: Auntie Provider (8039739) Open Date: 09/06/2011 Type: Duplicate - Home Status: Closed Search

Duplicate Provider - ☒ Send Reminder Reminder Date: 10/03/2016 ☐ Restricted Provider

Please use 'Auntie Provider' Provider ID: 8055303 ☒ Completed Completed Date: 10/03/2016

Home Members Characteristics Services Training License Activity Closing History

Home Information

Parent 1: Provider, Auntie D. Parent 2:

C/O: Street: 321 State Street Apt: City: Madison State: WI Zip: 53701 County of Residence: Dane Country: United States
Home: (608)555-1111 Ext: Work: (414)241-6027 Ext: Fax:

Additional Information

Marital Status: Single Female Primary Language: English Designated County: State

☒ N/A ☐ SSN ☐ FEIN Parent Agency: Auntie Provider (8039739)

Emergency Contact Information

Name: Phone: Ext: Name: Phone: Ext:

Additional Contact Information

Parent 1: Provider, Auntie D. Cell: (608)555-1111 Work: (608)555-1234 Ext: Email: Auntie.Provider@gmail.com

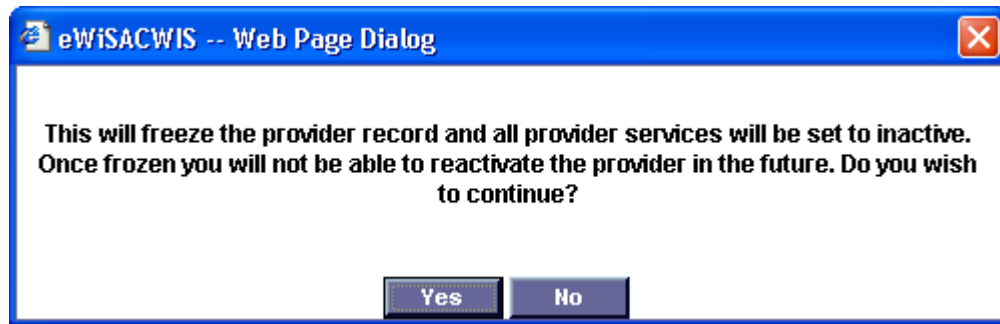
County Provider ID

Options: Save Close

- b) The 'Completed' check box adds the current date to the 'Completed' date field and on save will:
 - The active licensed and unlicensed service types will be set to Inactive
 - If approved Out of Home Placements exist, end the placements; if pending Out of Home Placement/Services exist – 'Not Approve' the record with the person inactivating the duplicate provider
 - If pending Service Endings for Out of Home Placements/Services exist – approve the ending with the name of the person inactivating the duplicate provider
 - If an approved active license exists, end the license on the Additional Licensing Actions page with the name of the person who is inactivating the duplicate provider; if a pending license exists, 'not approve' the license on the License Approval page with the name of the person who is inactivating the duplicate provider

- If an approved Foster Care Rate exists, end the FCR with the name of the person who is inactivating the duplicate provider; if a pending Foster Care Rate exists, 'not approve' the license with the name of the person who is inactivating the duplicate provider
- If an approved FCR exists with a pending FCR Ending – approve the ending FCR with the name of the person who is inactivating the duplicate provider; if an approved FCR exists with an approved FCR ending – approve the ending FCR with the name of the person who is inactivating the duplicate provider

6. After clicking 'Save' the following message will appear:



7. Select 'Yes.' This will freeze the record.

- A new row is inserted on the Closing History tab to identify that the provider record is closed.

Home Provider - Windows Internet Explorer

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Name: Kathleen Owens (20210) Open Date: 08/02/2000 Type: Duplicate - Home Status: Closed [Search](#)

Duplicate Provider - ☒ Send Reminder Reminder Date:
Please use 'Kathleen Owens' Provider ID: 9221420 ☒ Completed Completed Date: ☐ Restricted Provider

Home Members Characteristics Services Training License Activity **Closing History**

Provider History

Open Date	Closed Date	Reason	Completed	Closed By
09/10/2011	10/15/2014	Duplicate provider record	<input checked="" type="checkbox"/>	Weber, Jenny

[Insert](#)

Closure Denial Messages

Linked Providers

Open Date	Completed Date	Provider Name	Provider Number
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[Save](#) [Close](#)

100%

- When you search for the provider, you will see the key icon (🔑) is associated with the duplicate provider record.

Search - Internet Explorer

eWiSACWIS

Case Person **Provider Organization**

Search Criteria

Provider Name: jonesy First Name:
Parent Agency ID: Provider Type:
Site #: County:

☒ Date Restricted ☐ View Not Approved/Cancelled Search Precision: Low Med

Record 1 to 11 of 11

Providers Returned

[Jonesy, Nine \(9221355\)](#) [Actions](#)

Open Nancy Gaston Foster Home 03/13/2006 Cake, Caitlin M., III (Supervisor) Des: Milwaukee License Status: N/A

[Jonesy, One \(9221341\)](#) [Actions](#)

Duplicate Provider: Please use [Johnson larry \(9221123\)](#)

[Jonesy, Seven \(9221353\)](#) [Actions](#)

Duplicate Provider: Please use [Barney Miller \(9221411\)](#)

[Jonesy, Six \(9221352\)](#) [Actions](#)

Duplicate Provider: Please use [Kathy Kellogg \(9221304\)](#)

[Jonesy, Three \(9221343\)](#) [Actions](#)

Open Foster Home 03/02/2006 Cake, Caitlin M., III (Supervisor) Des: Milwaukee License Status: Expired

[Jonesy, Two \(9221342\)](#) [Actions](#)